Summary of the Scheduling Process

To reduce data entry for Dept Class Schedulers classes are "rolled over" each Term from the previous year in PeopleSoft (Spring from the previous year rolled over into Spring of the next year and Fall of the previous year into Fall of the next year, etc.).

Department Class Schedulers are notified when they can begin making changes to the schedule for the new Term. Generally, the database remains open for changes for about 2-4 weeks.

	The Steps	Navigation in PS Admin
1	A course must be in the **Course Catalog** before you can schedule it. Much of the information that displays on the scheduling pages defaults from here. Information includes: Description, Course units, Grading, Consent required, DEC Category, Offerings, Components, etc.	Main Menu > Curriculum Management > Course Catalog > **Course Catalog**
2	The first step in the scheduling process is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been "rolled over" from the previous year.	Main Menu > SBU > SBU Student Records > Curriculum Management > **Scheduling Reports**
3	If you have any new instructors that will be teaching classes for your department you must make sure that they are "Active" in the **Instructor Advisor Table** and that your department is listed on the **Approved Courses** page. If your department is not listed you can add it.	Main Menu > Curriculum Management > Instructor Advisor Information > **Instructor/Advisor Table**
4	Using the MS Review report as a guide, update the **Schedule of Classes** to reflect any changes for the new Term: • Add/delete instructors • Change the room • Change the days/time • Add more sections • Change the Enrollment Cap • Inactivate sections that will not be offered in the new Term	Main Menu > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**

	The Steps	Navigation in PS Admin
	If you have sections of a course that are not being offered this Term change the Status to "Inactive". Do not delete them! This is done on the **Enrollment Control** page in **Maintain Schedule of Classes**. Remember to change the **Enrollment Cap** to "**0**" and **delete all of the instructor rows**. If it's a **combined course** make sure you notify the co-offering department.	
	If your classes require **Department or Instructor Consent** make sure that they are setup appropriately. This information can be found on the **Enrollment Control** page in **Maintain Schedule of Classes.**	
5	***Cross-listed Courses*** - New course combinations must be approved by the Dean's office first. Then they are linked by the Registrar's Office. You can view the list in the **Combined Sections Table**. You cannot update the instructor, room and meeting days/times in Maintain Schedule of Classes for combined sections. You must go to the **Schedule Class Meetings** page to update this information. Remember to coordinate all updates with the co-offering department! You cannot change the **Enrollment Capacity** for combined sections in Maintain Schedule of Classes. You must go to the **Update Sections of a Class** page to do this.	Main Menu > Curriculum Management > Combined Sections > **Combined Sections Table** Main Menu > Curriculum Management > Schedule of Classes > **Schedule Class Meetings** Main Menu > Curriculum Management > Schedule of Classes > **Update Sections of a Class**
6	For multi-component courses or courses with many sections, it's easier to set auto enroll/associated class information, enrollment caps and totals, waitlist caps and totals when you can see all of the sections listed together on the **Update Sections of a Class** page.	Main Menu > Curriculum Management > Schedule of Classes > **Update Sections of a Class**

7	If a course was not offered in the Term that was “rolled over,” then you will have to add it as a “new course” for this Term. Go to the **Schedule New Course** component to do this.	Main Menu > Curriculum Management > Schedule of Classes > **Schedule New Course**
8	If you want to enforce **pre-requisite screening** for a class, you must make sure that this option is selected in the **Adjust Class Associations** page.	Main Menu > Curriculum Management > Schedule of Classes > **Adjust Class Associations**
9	If you have many sections of tutorial courses use the **SU Copy Dept Class Instr** process to copy the instructor information from the “master class” to all sections of the tutorial courses. This will save a lot of time.	Main Menu > SBU > SBU Student Records > Report > **SU Copy Dept Class Instr**
10	When you are finished scheduling for the new Term, print the **Dept Class Validation Report** to see if there are any errors. Correct your errors in Maintain Schedule of Classes, and then print the **Dept Class Validation Report** again until you see no errors. Call the Scheduling staff in the Registrar’s Office if you need assistance.	Main Menu > SBU > SBU Student Records > Report > **SU Dept Class Validation**
11	Print the class schedule in a **grid format**. It’s easy to view this way.	Main Menu > SBU > SBU Student Records > Report > **SU Crse Schedule Sheets**
12	Print the class schedule in a **publication format** so that you can post it on your website and print it as a *pdf* file.	Main Menu > SBU > Curriculum Management > Report > **Scheduling Reports** (select **Printed Class Schedule** as the Report Type)
13	Print meeting vector counts to see how your class schedule days/times are distributed.	Main Menu > SBU > SBU Student Records > Report > **SU Meeting Vector Counts**
14	View your **Instructor Schedules**.	Main Menu > Curriculum Management > Instructor/Advisor Information > **Instructor Schedule**
15	To monitor enrollment statistics for all classes in your department print an **Enrollment Report** throughout the enrollment period.	Main Menu > SBU > SBU Student Records > Curriculum Management > **Scheduling Reports (**select **Enrollment Report** as the Report Type**)**

16	Give students permission to register for classes where consent is required or to override a class that is closed or pre-reqs that are not met.	Main Menu > Records and Enrollment > Term Processing > Class Permissions > **Class Permission**
17	Print Class Rosters and, once grades are submitted, print Grade Rosters.	Main Menu > SBU > SBU Student Records > Curriculum Management > **Class Rosters**
18	After the "enrollment snapshot," the class schedule in PeopleSoft will be opened for final editing. Run a **Class Schedule Audit Report** in **SBU Reporting** to see if instructor or class meeting information is missing. If it is, add the information in Maintain Schedule of Classes. It is required for instructional workload analysis.	Email **Janelle Clarke** in the Registrar's Office to request access to **SBU Reporting**.
19	View the **Unmet Demand Analysis** reports to determine whether additional sections of a course are needed or enrollment caps should be increased next year.	Main Menu > SBU > SBU Unmet Demand > Inquire > ➢ **Unmet Demand Analysis** ➢ **Unmet Demand Comb Sec Analysis** ➢ **Unmet Demand Section Analysis** ➢ **Unmet Demand by Subject**